

# USCG Auxiliary Marine Safety Watchstander



Performance Qualification  
System (PQS) Workbook

# **USCG Auxiliary Marine Safety Watchstander**

## **INTENT**

Upon successful completion of this personal qualification, a person will hold the minimum competencies necessary to complete a Marine Safety Watch. The Marine Safety Watchstander is intended to be a conduit for receiving, passing, and recording information. He/she is expected to be able to follow directions and to conduct activities described in the unit Quick Response Sheets (QRS). If a situation arises that is not covered in the QRS, or if the watchstander fails to obtain voluntary compliance with the requirements described in the QRS, he/she is expected to contact a watch supervisor/Command Duty Officer for direction.

Auxiliarists do not have law enforcement authority. They cannot independently exercise COTP, OCMI, or FOSC authority and may become personally liable for actions they take outside of prescribed directives. Do not allow an Auxiliary Watchstander to be placed in a position that will compromise the limitations on the member's authority.

## **Marine Safety and Environmental Protection Training Guide**

### **Marine Safety Watchstander**

This booklet is your personal 'on the job training' guide to qualification as a Marine Safety Watchstander. It is your responsibility to document completed unit training items. For OJT, a person already holding this qualification code (called a verifying officer/mentor) is to review your qualifications and/or observe you perform each task and sign in the appropriate space provided in this booklet. It may be necessary to perform a task several times. The verifying officer will not give credit for any task that is not performed satisfactorily.

Multiple verifying officers may make entries in your manual. Every verifying officer/mentor must enter his or her name, rate/rank or Auxiliary qualification, signature, and initials in the Record of Verifying Officers section. When you have completed all of the items required by your command for this qualification, your command will issue a letter of designation.

## USCG Auxiliary Marine Safety Watchstander

### Auxiliary Marine Safety Watchstander (AUX-MSW) Training Requirements: (Optional items are at the discretion of individual commands)

	Date Completed	Verifying Officer
A. Completion of training courses (attach copy of completion certificates):		
1. Auxiliary Communications course (AUXCOM)	_____	_____
B. Oral board (unit level)	_____	_____
C. Completed package with documentation submitted to Training Officer/Coordinator for review	_____	_____

*All qualification requirements have been satisfactorily completed.*

\_\_\_\_\_  
Training Officer/Coordinator      Date

### Record of Verifying Officers:

<i>Date:</i>	<i>Name/Signature:</i>	<i>Initials:</i>	<i>Rate/Rank/Office:</i>

## USCG Auxiliary Marine Safety Watchstander

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
<b>WATCHSTANDING ADMINISTRATION</b>			
MSW1	Demonstrate a proper watch relief according to the watchstander relief check-off list	_____	_____
MSW2	Demonstrate proper wear of the watchstander Uniform of the Day	_____	_____
MSW3	Describe the Privacy Act and its applicability to USCG and maritime personnel	_____	_____
MSW4	Describe Standard Work Station (SWS) III procedures to follow upon watch relief.	_____	_____
MSW5	Demonstrate ability to Logon and open watch applications	_____	_____
MSW6	Describe criteria for items to be entered into the unit day log	_____	_____
MSW7	Demonstrate the steps necessary to create a new unit day log	_____	_____
MSW8	Demonstrate the ability to use the printer, the facsimile machine and the copy machine	_____	_____
MSW9	For the following conditions list actions to be taken by the Watchstander		
	a. A power failure	_____	_____
	b. A telephone failure	_____	_____
	c. A radio failure	_____	_____
	d. Computer system failure	_____	_____
MSW10	List watch office reference sources available to the Watchstander	_____	_____
<b>COMMUNICATIONS</b>			
MSW11	List the primary working radio frequencies for MSO communications	_____	_____
MSW12	Contact an MSO team in the field using primary and alternative means	_____	_____
MSW13	Demonstrate proper radio communications	_____	_____

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MSW14	Describe the circumstances that may require recall of personnel on departmental duty and demonstrate proper recall procedures		
	a. Port Operations		
	b. Investigations		
	c. Inspections		
MSW15	Demonstrate ability to activate a pager:		
MSW16	Demonstrate use of Microsoft Outlook for internal communications:		
MSW17	Demonstrate ability to access, edit, and transmit a message via SWS:		
	<b>MESSAGE HANDLING</b>		
MSW18	Describe situations that require transmittal of a Request for a Broadcast Notice to Mariners (BNM):		
MSW19	Describe the purpose and contents of SITREPs and POLREPs:		
MSW20	Demonstrate the ability to properly draft a SITREP and/or POLREP:		
MSW21	Identify person(s) authorized to release SITREPs and POLREPs:		
	<b>SECURITY</b>		
MSW22	Demonstrate the procedures for conducting and documenting a proper security round:		
MSW23	Describe actions to be taken when a classified materials safe is found open and unattended:		
MSW24	Describe actions to be taken when a classified document or publication is found unattended:		
MSW25	Identify the location of the following:		
	a. Facility environmental controls		
	b. Circuit breakers and electrical disconnects		
	c. Emergency exits		
	d. First-aid kit		
	e. Electrical safety gear		

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<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
	f. Fire extinguishers	_____	_____
MSW26	Using a QRS, describe watchstander procedures for the following events		
	a. Fire alarm	_____	_____
	b. Bomb threat	_____	_____
	c. Intruder alarm	_____	_____
	d. Earthquakes/Floods or other natural disaster	_____	_____
<b>GENERAL WATCHSTANDING</b>			
MSW27	Demonstrate the ability to plot using local charts	_____	_____
MSW28	Define the mission of the following		
	a. Marine Safety Office	_____	_____
	b. Vessel Traffic Service	_____	_____
	c. Group Office	_____	_____
	d. District Office	_____	_____
	e. Strike Team	_____	_____
MSW29	Demonstrate ability to determine MSO/EPA jurisdiction for		
	a. Oil spills	_____	_____
	b. Hazardous substance spills	_____	_____
	c. Air releases	_____	_____
MSW30	Evaluate and contact the person responsible for issuing the following		
	a. Dangerous Cargo Permit	_____	_____
	b. Hotwork permit	_____	_____
	c. Explosive Load Permit	_____	_____
	d. Regatta and Marine Event Permits	_____	_____
	e. Vessel Escort Requests	_____	_____
MSW31	Evaluate an Oil Transfer Notification for completeness IAW the QRS	_____	_____

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<b>CASE HANDLING</b>			
MSW32	Review all the Quick Response Sheets with a qualified watchstander	_____	_____
MSW33	Demonstrate ability to execute actions under the following QRS		
	a. (To be determined by each unit based on routine tasks anticipated during watchstanding hours.)	_____	_____

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AREA FAMILARIZATION RECORD

Area Covered	Date	Verifying Officer Initials



## USCG Auxiliary Marine Safety Watchstander

## NOTES

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